

## EMPLOYEE SALARY PROJECTION

The Employee Salary Projection screen provides functionality for users to view, add, edit, and delete records that contain information about active and inactive employees, including salary information and work schedules that will impact the status of funds.

ACMS will create ledger records from the employee forecast records to track the commitments of salaries and benefits as they come in from FDW.

- Accessed through Spending & Collection Tab
- Menu option “Employee Salary Projection”

The screenshot displays the ACMS (APHS Cost Management System) user interface. At the top, a navigation bar includes tabs for Home, Spending & Collections, Reconciliation & Analysis, Reporting, and Application Maintenance. The 'Spending & Collections' tab is active, and its dropdown menu is open, showing options: Create Ledger Record, View Ledger Records, Employee Salary Projection, and Agreements Inventory. The 'Employee Salary Projection' option is highlighted with a green background. An arrow points from this option to a box on the right labeled '<Click> Employee Salary Projection'. Below the navigation bar, the main content area is divided into four sections: Spending & Collections, Reconciliation & Analysis, Reporting, and Application Maintenance. Each section contains a brief description and a list of available functions.

**Spending & Collections**

Spending and Collections section will allow you to:

- Create and view daily ledgers in the system
- View all ledger records with its current status in the system
- Create and view employee Salary Projection lists for the fiscal year
- Create and view all agreements in the inventory list by type

**Reconciliation & Analysis**

Reconciliation and Analysis section will allow you to:

- Search and create new budget allocation by BOC and Accounting Code
- View and create BOC group lists
- View and create Cost allocation module and distribution of overhead
- Search system for reconciled and unreconciled ledger records
- Reconcile ACMS against FFIS automatically

**Reporting**

The Reporting section of the ACMS application will allow you to:

- View Reports

**Application Maintenance**

The Application Maintenance section of the ACMS Application will allow you to:

- Update your user profile
- Modify Keyword groups

- The fields displayed include ID, Last Name, First Name, Job Title, Fiscal Year, and Total Pay.
- Data is searchable through Fiscal Year, Last Name, and Job Title fields.

### Employee Salary Projection List

The following list displays all employee Salary projections you have security access for that have been entered into the ACMS system. To edit an employee's salary projection click the edit icon. You may also copy and delete an employee's salary projection by using the copy and delete icons provided in the actions column.

Fiscal Year: 2006
Last Name:
Job Title:

311 items found. Displaying page 1 of 21.


ID	Last Name	First Name	Job Title	Fiscal Year	Total Pay	Action
110429	asfd		sfasd	2006	423,422.22	
110487	asdf		asdf	2006	840.58	
111916	Load Tester		Loader Upper	2006	6,260.90	
111998	Load Tester		Loader Upper	2006	6,260.90	
112066	Load Tester		Loader Upper	2006	6,260.90	

To edit a salary projection:

**Step 1:**

1. Use the search bar in figure 19 to search employees by **Fiscal Year**, **Last Name** or **Job Title**

**Employee Salary Projection List**

**Employee Salary Projection List** 

Use the search bar below to search for a specific Cooperator.

Fiscal Year:  Last Name:  Job Title:

35 items found. Displaying page 1 of 3.

**Step 2:**

2. Browse your results using the navigation provided (Figure 20)
  - <Click> the **First** button to return to page one of the results
  - <Click> the **Previous** button to go back one page
  - <Click> one of the **Page Numbers** to jump directly to that page
  - <Click> **Next** button to advance to the next page
  - <Click> the **Last** button to jump to the last page in the results

175 items found. Displaying page 1 of 12.

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#) [Last](#)

**Step 3:**

3. Review your results. Each salary projection has an **ID**, **Last Name**, **First Name**, **Job Title** and **Fiscal Year**.

ID	Last Name	First Name	Job Title	Fiscal Year	Action
3284	Smith	John	secretary	2005	  
3416	Barney	Kevin	telephone operator	2005	  
3548	Joe	Smith	telephone operator	2005	  
3668	Smith	Barney	secretary	2005	  
3800	Joe	John	secretary	2005	  
3902	Barney	Kevin	manager	2005	  

<Click> to edit

<Click> to delete

**Step 4:**

4. To edit the record click the **Edit** icon.

<Click> to duplicate

**Step 5:**

5. To delete the record click the **Delete** icon.

**Step 6:**

6. To duplicate the record click the **Duplicate** icon.

**Step 7:**

7. You may also create a **New Salary Projection**. To create a new salary projection, click the New Salary Projection button.

The New Salary Projection section of the ACMS provides all the fields necessary to record general and salary information for employees into the ACMS.

The first section on this screen, which is labeled **Employee Salary Projection**, provides the following fields:

Employee Salary Projection	
To create a Employee Salary Projection, fill in all the fields provided in the form below. Fields marked with an * must be filled in before the projection can be saved.	
Enter Employee Projection Data.	
Fiscal Year:	2006
First Name:	
Middle Name:	
Last Name *:	
SSN:	
Type:	
Location:	
Job Title *:	
Pay Plan *:	
Grade *:	
Step *:	
Locality:	
Benefits Plan:	
Appointment Type:	
Work Schedule:	
Hours per Pay Period:	
Comments:	
Allowances:	
ATV:	
Horse:	
Cell Phone:	
Other:	
Dog:	
Pager:	

**Fiscal Year:**

Select the fiscal year that the transaction took place. Fiscal year is the year the transaction was accepted into the accounting system. Budget Fiscal Year is the year the funding was made available by the congressional appropriation.

**First Name:**

Type in the first name of the employee. Use the name that the employee has on their pay check, this will make reconciling with the accounting system (FFIS) easier.

**Middle Name:**

Type in the middle name of the employee. This is optional and you can just use the initial.

**Last Name:**

Type in the last name of the employee. This is a required field; please insert their JR, SR, III, or any other abbreviation in their legal name here.

**SSN:**

Type in the 9-digit social security number of the employee. This is optional and you can leave it blank.

**Type:**

Select the employee's type of employee. **Example:** Federal, state, or county

- **County** – employee works for an individual county within a State
- **Federal** – employee works for a federal government agency and is being paid on the Wage Grade Schedule
- **Federal (non-WS)** - employee works for a federal government agency and is being paid by the Regular Grade Scale Schedule
- **Other** – any other type of employee not listed
- **State** - employee works for an individual state within the United States of America
- **Volunteer** – employee is not being paid for his or her services

**Location:**

The employee's official duty station city and state should be used. DO NOT use the employee's residential city and state. When an emergency response is being addressed then you would use the physical location of the Incident Command Site.

**Job Title:**

Type in the actual job series title of the employee. This is a required field. For example, Budget Analyst, Investigator, or State Plant and Health Director.

**Pay Plan:**

Select the pay scale according to the Office of Personnel Management in which the employee is being paid.

- **AD** – Administratively determined pay system according to the Office of Personnel Management
- **GS** – General Schedule pay scale according to the Office of Personnel Management
- **SES** – Senior Executive Service pay scale according to the Office of Personnel Management (<http://opm.gov/oca/06tables/index.asp>)

**Grade:**

Select the Grade or level of employee based on his or her classified position. This is a required field.

**Step:**

Select the step or rate of employee based on his or her classified position. This is a required field.

**Locality:**

This is used most by Wildlife Services that are in districts. This is optional.

**Benefits Plan:**

Select the benefits of employee based on his or her classified position. This is optional.

- **CSRS** - The Civil Service Retirement System (CSRS) is a defined benefit, contributory retirement system. Employees share in the expense of the annuities to which they become entitled.

- **FERS** - The Federal Employees Retirement System (FERS) is a three-tiered plan consisting of Social Security, a basic FERS annuity, and the Thrift Savings Plan.
- **TEMP** – This is for Temporary employees
- **TERM** – This is for Term employees. An employee only employed for a fixed amount of months or years.

**Appointment Type:**

Select the appointment of employee based on his or her classified position. This is optional.

- **Career** - An employee that has 3 years of substantially continuous creditable service
- **Career Conditional** – An employee automatically becomes career-conditional upon completion of their 3 years of substantially continuous creditable service

**Work Schedule**

Select the work schedule of employee. This is optional

- **Full-Time** – Employee that works at least 80 hours a pay period with full benefits or for a limited period of time that is generally less than a year (ex. Seasonal work)
- **Intermittent** – Consultants and other employees with appointments that require work on an irregular or occasional basis, with hours or days of work based on an as needed basis, not a prearranged schedule.
- **Part-Time** – Employees with appointments that require work on a prearranged schedule of fewer hours or days of work than full-time employees. Generally the hours are less than 40 hours a week or 80 hours a pay period.

**Hours per Pay Period:**

Type in the average hour's employee is supposed to work.

**Comments:**

Type any additional information that is not listed above. **Ex.** the maiden name of an employee or nickname they go by around the agency.

**Allowances:**

Allowances are other reimbursable items approved by the supervisor and paid for by the government. These are items needed to complete the assigned duties of the employee.

- **ATV** – All Terrain Vehicle – needed in some remote areas
- **Horse** – Horses used by a lot of border patrols
- **Cell phone** – Agency provided phones for official business
- **Dog** – Beagle brigade, etc. used in customs as well
- **Other** – Space for allowance not already captured
- **Pager** – Agency provided for official business

**Step 8:**

7. Before saving the Salary Projection, you must fill in **AT LEAST** one Pay Period for the employee. The following fields are in each pay period.
  - Pay periods are numbered according to fiscal year. EX: FY 2006 starts with Pay Period 20.
  - Each Pay Period can have one or more accounting code row.
    - Row added by clicking “Add Row” button
  - Can copy Pay Period by clicking “Copy to Remaining Pay Periods” button.
    - Will copy information downwards to all pay periods below.

**Pay Periods**

Before [saving the form](#), you must fill out at least one pay period for the employee. ACMS will indicate the starting pay period relative to the selected Fiscal Year as indicated by the OPM pay calendar. <http://www.nfc.usda.gov/jsp/calendar/jspcal2006.htm>

Pay Period 20						<a href="#">Show / Hide</a>	<a href="#">Show / Hide All</a>
Salary	Benefits	Overtime	Other Pay	Overtime BOC	Other Pay BOC		
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>		<a href="#">Add Row</a>
Accounting Code	S&B Hours	Overtime Hours	Other Hours	Agreement #			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments: <input type="text"/>			Total hours: 0		<a href="#">Copy to Remaining Pay Periods</a>		

Pay Period 21						<a href="#">Show / Hide</a>	<a href="#">Show / Hide All</a>
Salary	Benefits	Overtime	Other Pay	Overtime BOC	Other Pay BOC		
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>		<a href="#">Add Row</a>

### Salary

Type in the estimated salary amount being paid to the employee. This is a required field and needs to be completed with the dollars and cents. **Example:** \$5600.25

### Benefits

Type in the estimated benefit amount being paid by the agency. This is a required field and needs to be completed with the dollars and cents. **Example:** \$5600.25

### Overtime

Type in the estimated overtime amount being paid to the employee. This is a required field and needs to be completed in dollars and cents. **Example:** \$5600.25

### Other Pay

Type in the estimated other pay amount being paid to the employee. This is a required field and needs to be completed with the dollars and cents. **Example:** awards, night differential, holiday, hazard pay, lump sum, and Sunday differential.

### Overtime BOC

Type in the Budget Object Code associated with the amount of the Overtime.  
<http://dab.nfc.usda.gov/pubs/docs/bocc/bocc.pdf>

### Other Pay BOC

Type in the Budget Object Code associated with the amount of the other pay.  
<http://dab.nfc.usda.gov/pubs/docs/bocc/bocc.pdf>

### Accounting Code

Type in the 10 digit number made up of the 1 digit Budget Fiscal Year and 9 digit program code. Program code is a 9 digit code made up of 2 digits appropriation, 1 digit division, 4 digits organization, which includes division, and 3 digit reporting category. **Example:** 523405030  
This is a required field.

#### **S&B hours**

Type in the Salary and Benefits' hours associated with the accounting code and amount for this pay period. This is a required field.

#### **Overtime hours**

Type in the overtime hours associated with the accounting code and amount for this pay period.

#### **Other hours**

Type in other hours associated with the accounting code and amount for this pay period.

#### **Agreement #**

Only use this field if the pay period for an employee is directly associated with an agreement that is active in the Agreement Inventory list.

#### **Comments**

Use this field to add additional information about a pay period. **Example:** worked overtime for AI project.

#### **Total Hours**

This totals the amount given previously above in the S&B Hours field.

#### **Step 9:**

9. The salary projection section features some additional features which are:

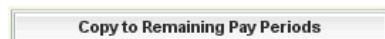


The **Show / Hide** button allows you to hide or unhide the individual pay period.

The **Show / Hide All** button allows you to hide or unhide all of the pay period information.



**Add Row** gives you the ability to add another row to add another accounting code if the employee's payroll is being split between two or more accounting codes.



The **Copy to Remaining Pay Periods** button allows you to copy the information entered into one pay period across all 26 pay periods.

When at least one pay period has been filled in you may click:

#### **Save:**


Click the save button to save your ledger item. ACMS will then edit the record. Edit errors will be displayed at the top of the screen in red. These must be resolved before the record will accept

#### **Cancel:**

Click the cancel button to discard all your information and return to the view ledger screen.



- Users need to fill in at least one pay period.
- Information in first line of pay period is related to the fields within the accounting code data.
- Validation: If enter one part of related data, need to enter it all. Example: If Overtime BOC is filled, need to enter Overtime Hours, and Overtime Amount.

**Pay Periods** 

Before saving the form you must fill out at least one pay period for the employee. ACMS will indicate the starting pay period relative to the selected Fiscal Year as indicated by the OPM pay calendar. <http://www.nrc.usda.gov/jppcalendar/jppcal2006.htm>

Pay Period 20		Show / Hide		Show / Hide All	
Salary	Benefits	Overtime	Other Pay	Overtime BOC	Other Pay BOC
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
Accounting Code	S&B Hours	Overtime Hours	Other Hours	Agreement #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:  Total hours: 0

